



**ELIZABETH
HOUSE**

Your local community centre

Elizabeth House After School Club

Information for Parents and Carers

September 2021

Elizabeth House's After School Club is an out of school childcare provision caring for children aged 4-11. During term-time the Afterschool Club collects children from various local primary schools including Gillespie School, St John's Highbury Vale School and Parkwood School.

Children are cared for by experienced and trained Playworkers, dedicated to providing the highest quality childcare that is welcoming, friendly and lots of fun. Afterschool Club children are collected by the Club staff from school and are escorted on a designated route to Elizabeth House Community Centre. The Afterschool Club operates in term-time only.

In the context of the coronavirus pandemic, ensuring that we adhere to the Government's guidance, we will continue to work hard to ensure the health and safety of the whole after school club community including children, parents, workers and visitors.

We will not be able to remove all of the risks associated with our setting, although we can greatly reduce them and work towards ensuring the provision of as safe an environment as possible.

To operate within the current guidelines, we will have 3 groups (bubbles) each day and places will be limited as follow:

- Gillespie School: 32 places per day
- St John's Highbury Vale School: 8 places per day
- Parkwood School: 8 places per day

Disclaimer

Our parents and members must be aware that the initial outlined are subject to change at short notice following any further guidance we may receive.

Government Guidance

In our planning, we have used the following guidance:

[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic)

We encourage parents/ guardians to read, to better help them understand our intended procedures. These documents are updated on a regular basis, with any new updates being used as the foundations for any amendments to our operating procedures.

Location

Elizabeth House Community Centre, 2 Hurlock Street, London N5 1ED.

Telephone: 020 7690 1300

E-mail: childrensactivities@elizabeth-house.org.uk

Continual Safety Measures

At Elizabeth House we will continue with good hygiene practices children and all staff will have to wash their hands regularly and play areas will be cleaned/disinfected after use. preventing the spread

of coronavirus involves both targeting possible direct transmission (sneezing and coughing in close contact) and indirect transmission (via touching of contaminated surfaces).

Measures that will still be in place

We will continue with the following:

- Hand sanitizer stations remain in place and we ask all adults entering the building to sanitize their hands.
- Children will be asked to regularly wash their hands throughout the session.
- We will maintain good ventilation in areas. This means keeping windows open. As the weather gets colder, please do ensure your children wrap up warm!
- Please ensure you label your child's belongings (clothes, bags, named water bottle).

Cases of Coronavirus

Measures are still in place around testing, symptoms and positive cases of coronavirus.

Lateral Flow Tests

Our staff will continue to take asymptomatic Lateral Flow Tests (LFTs) twice a week. The national guidance is that all adults should be doing this. Your children do not need to. LFTs are readily available from many local pharmacies. You can order them for free from here:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. We can also give them to you if you ask any member of our team.

Symptoms

The key symptoms of coronavirus are:

- A temperature.
- A new, persistent cough.
- A loss of or change to taste and smell.

One of these symptoms alone is enough to trigger action.

More information is available on this link:

[Coronavirus COVID 19 | Islington Council](#)

Guidance for families attending our After School Club

- Many restrictions, group 'bubbles' for under 18s, have been lifted. We will no longer be operating in bubbles. However, we will be operating in age groups as this worked really well with our children and activities are planned around stages of development.
- Social distancing is no longer necessary, there will be no staggered start/end times and no different entry/collection points. We do however ask parents not to enter inside the building for safeguarding purposes. If you do have to enter the building, parents/carers are encouraged to wear face coverings; especially in areas such as stairways/corridors and where there might be poor ventilation. Our staff will ensure your child is passed on to you at either the main entrance or at the side entrance during collection.
- Face coverings are no longer required for children and staff. However, the Government "expects and recommends" that people wear face coverings, unless they are exempt.
- Children will not be able to bring their bike or scooter to Elizabeth House.

Costs, Schedule and Booking

In order to assist in the effective implementation of safety measure and keep our children safe, **advance booking is essential**. This is also to allow us to make pick up arrangements with your child's school.

- **Only children over the age of 4 years (in Reception), in full-time education, who are already registered with Elizabeth House may attend.**
- **Children can only be booked for regular days each week.**
- **The cost for children attending After School Club is £9 per session (£8 concession, evidence of low income will be required).**
- **No refunds can be given for missed days.**
- **Because of the limited places, there are no cancellations for ASC bookings.**
- **Payment may be made by bank transfer or childcare vouchers only.**
- **Bookings will not be accepted for individuals with payments in arrears.**

The club will operate between the hours of Monday to Friday, pick up time (3.15 or after) to 6.00 pm.

Please get in touch with the centre to notify specific pick up arrangements currently in place at your child's school and please do notify your school in advance about Elizabeth House collecting as per your booking.

Parents are requested to ensure that children are picked up before 6.00 pm. **Any delays in collecting your child will incur additional charges aligned to Elizabeth House ASC Terms and conditions.**

Food

Drinks and a snack are provided each day, it is absolutely essential that we are promptly informed/updated of any allergies each child has. Children can bring their own snack (no nuts).

Emergency treatment

The club will adhere to OFSTED registration requirements for trips at all times. Elizabeth House staff, under the direction of the Children's Activities Coordinator, will make short-term and necessary decisions for the welfare of the children attending.

By registering, parents give permission for their child(ren) to receive urgent medical treatment from qualified First Aiders and give permission to seek any emergency medical advice or treatment if it is necessary. In the event of an emergency, every effort will be made to contact parents and other contacts named on the relevant registration form.

Clothing

Please make sure that your child wears clothing that they can easily do up and manage themselves, does not wear multiple layers and has only labelled clothes on (we cannot store spare clothes).

Please do not bring any toys, scooters/bikes or personal sanitation (such as tissues/hand sanitiser. We are well stocked).

Action should illness occur

Parents & Club Responsibilities Parent's Responsibilities:

We all have a role to play in ensuring we are able to run the After School Club safely and efficiently. Elizabeth House requests the support and understanding of its parents/members to ensure adherence to guidance set out by regulatory authorities.

Monitor your child's health – (and the health of the whole household) – and only book/send your child to the club if they are all well. Please communicate any illness via email or phone call before the start of the day.

Look out for symptoms of the coronavirus in all members of your household (e.g. a new, continuous cough, a high temperature of above 37.8 degrees and/or a loss of, or change in, your normal sense of taste or smell).

What to do if you or someone you live with develops symptoms or tests positive on an LFT? A positive LFT result has the same status as developing one of the symptoms. The person with symptoms or a positive LFT should self-isolate at home. They should book a PCR test as soon as possible. If the result is positive, they have coronavirus and will need to complete 10 days of self-isolation. NHS track and trace should contact you if you or your child has a positive PCR and discuss this. If the PCR result is negative, the person who took the test can stop self-isolating. If your child develops symptoms at home they should not come to school and you should book them a PCR test. If this happens, please let us know as soon as possible. What we will do if your child develops symptoms in school If your child develops symptoms in school, we will remove them from the presence of other people, continue to care for them, call you and ask you to collect them as quickly as possible, avoiding public transport if you can. We will ask you to book them a PCR test. We know that the symptoms of coronavirus are common to lots of minor childhood illnesses. If we call you because your child has a temperature or new cough, we know we're causing you inconvenience, disruption and possible anxiety. We apologise in advance for that and thank you for working with us. We all have a responsibility to limit the spread of coronavirus. Self-isolation amongst close contacts Last year, if someone tested positive in school, we identified their close contacts and sent them into self-isolation. Many people are now exempt from self-isolation if they are a close contact of someone with coronavirus. This includes:

- All children under the age of 18 years and 6 months.
- All adults who are fully vaccinated (i.e. have received both doses).

If another child has been tested positive, your child will not need to self-isolate. Our fully vaccinated staff will not need to self-isolate either. However, if you are not fully vaccinated and you are identified as a close contact of someone with coronavirus, you may need to self-isolate for 10 days. NHS track and trace will advise you on this. Close-contacts are still advised to get a PCR test. If there are cases of coronavirus in our setting we will advise you to get a PCR test for your child if they are a close contact. If they are positive, they will need to self-isolate.

Elizabeth House ASC Responsibilities:

Monitor our own health – (and the health of our whole household) – and communicate any illness to the parents and schools as soon as possible.

Should any of our employees or immediate household members become unwell they will be tested and should the result be positive, this will be shared with the group and parents alike.

Play staff will be asked to follow the same Government guidelines as parents and remain responsible outside of the play scheme setting to keep the risk as low as possible.

Play staff will follow strict hand and respiratory hygiene at home and when not at work.

What Next?

We are very hopeful that we will not need to introduce any further measures to combat coronavirus this term. However, we are expected to have a contingency plan in place and may be instructed to enact it. This could happen if cases of coronavirus spread rapidly in our local area. We will not make this decision unilaterally. Public Health will advise us.

We will continue to follow Government guidelines and communicate any new changes relevant to our setting with you as soon as we can. We do not know how long we will have to implement these amended procedures before we resume a more normal service.

In the meantime, we shall try our utmost to make sure the children enjoy their time with us. We look forward to seeing you at our After School Club!

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